



Date Adopted: 03/12/1990

Date Revised: 04/05/2005

**Title:** City Clerk

**FLSA:** At-Will and Exempt; Designated Management

**General Purpose:**

To serve as City Clerk, to organize, plan and direct all activities of the City Clerk's Office. The work involves maintaining a complete and accurate legal/historical record of City Council proceedings; administering City's Records Management program; conduct municipal elections; ensure City's compliance with Political Reform Act, Brown Act, Public Records Act and Conflict of Interest Codes; supervise Secretarial/Clerical support functions of the City Manager and/or City Clerk's Office; provide high-level secretarial and clerical support to the Mayor and City Council; and provide prompt and courteous service to citizen, press and public requests for assistance and information.

**Distinguishing Characteristics:**

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**Supervision Received/Exercised:**

Reports to and receives administrative direction from the City Manager or his/her designee. Exercises direct and indirect supervision over assigned office support staff.

**Essential Duties and Responsibilities:**

Under administrative direction, plans, manages, oversees and directs the operations and services of the City Clerk's Office, which includes the performance of statutory duties and the preparation, posting and maintenance of agendas, minutes and records for the City Council as proscribed by statutes; conducts municipal elections and ensures compliance with conflict of interest laws and FPPC regulations; coordinates civic activities with other City officials, departments, outside agencies, organizations and the public; provides responsible and complex staff support to the City Council and City Manager; performs related duties as required.

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Prepare City Council Agendas.

Attend City Council Meetings and prepare official Minutes in an accurate and timely manner.

Coordinate posting of City Council Agendas and Minutes on City's website.

Follow up to ensure that City documents are properly executed and comply with applicable local/state/federal regulations.

Prepare Staff Reports related to City Clerk's function.

Review, notarize and prepare specific City related documents for recordation (deeds, easements, development agreements, certificates of project completion, etc.).

Communicate official City Council actions to appropriate/interested parties.

Respond in a timely manner to requests for public information, ensuring compliance with the Public Records Act.

Receive subpoenas for records and lawsuits filed on the City.

Ensure the City's compliance with provisions of the Brown Act.

Perform duties of Elections Official and oversee all local elections.

Perform Filing Officer duties required by the Political Reform Act for campaign disclosure statements for candidates and officeholders.

Administer provisions of the City's Conflict of Interest Code.

Coordinate advertisement of openings on the City's Commissions/Committees/Task Forces.

Maintain list of City Council appointments, as well as boards/committees/bodies on which City Councilmembers serve.

Administer Oath Of Office to new elected/appointed officials.

Develop and oversee City's Records Management Program and maintain legal custody of official City records and documents.

Oversight of automated Customer Service Request System and related support functions.

Maintain custody of the City Seal and affix to legal documents.

Attest Mayor's and/or City Manager's signature on all legal City documents.

Maintain updated City Records Retention Schedule and oversee timely compliance for all records.

Maintain Legislative History Index of City documents (Minutes, Contracts, Agreements, Resolutions, Ordinances).

Maintain the City's Law Library.

Coordinate regular updates to the Dublin Municipal Code (paper and electronically).

Receive and publicly open bids for City contracts.

Supervise secretarial/clerical support functions of the City Manager and/or City Clerk's Office.

Provide high-level secretarial and clerical support to the Mayor and City Council.

Coordinate program schedule for advertising, judging, selecting and recognition of Citizen and Organization of the Year on an annual basis.

Analyze programs, policies and procedures utilized in the City Clerk's Office on a regular basis to ensure that the department is operating in the most efficient manner possible.

Participate to maintain required certifications in appropriate professional organizations (i.e. CCAC & CIMC)

Provide input and assist in the establishment and/or improvement of procedures, policies and budgetary matters.

Obtain and maintain commission as a California Notary Public.

## **Minimum Qualifications:**

### **Knowledge of:**

Municipal government operations.

Federal, state and local laws, codes and regulations applicable to City government operations, procedures, and elections.

Municipal Codes and laws such as the Brown Act, Political Reform Act, Public Records Act and Election Code.

Basic budgeting principals and statistical analysis.

Electronic document imaging practices.

Use of proper business English, grammar, spelling and proofreading.

Modern public relations practices.

Modern office practices, methods and equipment.

Customer service techniques.

Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.

***Ability To:***

Work independently with minimal direction.

Effectively work with a variety of people at varying levels in the organization, as well as the public and members of the City Council.

Provide information and organize material in compliance with laws, regulations and policies.

Learn, interpret, and apply City rules, regulations, policies, practices, ordinances, resolutions, and laws.

Research and interpret rules/regulations/laws/ordinances related to: the Brown Act, California Conflict of Interest Code, Dublin Municipal Code, Elections Code, Government Code, Political Reform Act, Public Records Act, Records Retention Schedule.

Establish and maintain cooperative-working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

**Physical Standards:**

The physical standard described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment such as VDTs, computer, telephone, 10-key calculator; and reach with hands and arms. The employee is frequently required to, bend and twist to reach files, walk and stand. While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; interact with City management, other governmental officials, contractors, vendors, employees and the public.

In addition, the City Clerk must be willing and able to attend and take Minutes at lengthy evening and weekend meetings.

**Training and Experience:**

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to graduation from the 12th grade and an AA degree from an accredited college or university with major coursework in public administration, public policy or a closely related field are required; B.A/B.S. degree is desirable.

Experience: Five years of management or administrative experience, preferably in a City Clerk Department, of which at least three years has included administering local elections, supervision of staff, records management, completion of complex analytical studies and the interpretation of laws and ordinances.

#### **Licenses; Certificates; Special Requirements:**

Certification as a Municipal Clerk by the International Institute of Municipal Clerks is required. Current California Notary Public Commission is required, or must be obtained within first six months of employment.

Possession of a valid California Class C Drivers License and Certificate of Automobile Insurance for Personal Liability are required.